

B0050 Grievance Data

Purpose

The purpose of this report description is to explain how to generate the crystal report B0050.

Report Description

This report lists all historical grievances (from Infotype 0102) filed by active employees. It includes details such as when the grievance was filed and its current status. Provides jump to 'B0022: Comments'.

Report Location

PA: Grievances

Report Uses

The data in this report will be used to track and report historical data in the Grievance process.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the

display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the [Crystal Report Prompt List](#) on the [OSC website](#).

The Mandatory prompts for this report are:

- Organizational Unit
- From Day (Single Value, Mandatory)
- From Day (Single Value, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as option in parentheses beside the prompt.

The Optional prompts are:

- Employee Group(s) (Optional)
- Employee Subgroup(s) (Optional)
- Employee(s) PersNo. (Optional)
- Grievance Subtype(s) (Optional)
- Grievance Reason(s) (Optional)

Image

Prompts	
Prompt Summary	Select values for prompts
*Organizational Unit no value	▼ *Organizational Unit
*From Day (Single Value, Mandatory) no value	▼ *From Day (Single Value, Mandatory) Enter a value
*To Day (Single Value, Mandatory) no value	▼ *To Day (Single Value, Mandatory) Enter a value
Employee Group(s) (Optional) no value	> Employee Group(s) (Optional)
Employee Subgroup(s) (Optional) no value	> Employee Subgroup(s) (Optional)
Employee(s) PersNo. (Optional) no value	> Employee(s) PersNo. (Optional)
Grievance Subtype(s) (Optional) no value	> Grievance Subtype(s) (Optional)
Grievance Reason(s) (Optional) no value	> Grievance Reason(s) (Optional)

Initial Layout

The report lists all grievances based on the prompt selections. Below is a sample of the layout rendered.

Image

State of North Carolina
B0050: Grievance Data
1/1/20 to 9/1/20

Employee e	Employee's Name	Grievance Supv	Grievance Supv Name	Grievance Type	Grievance Reason	Grievance Effective Date	Valid To
00000001 12345678	Creative Services DOE, JANE	19999999	John A Doe	Grievance - 2 step mediation is 1st step	DA - Suspens w/o Pay	5/30/14	12/31/99

Continued...

Image

North Carolina
Grievance Data
5/7/15



Execution Date: 5/7/15

Grievance Effective Date	Valid To	Grievance Status - Time From	Grievance Status - Resolved At	Grievance Status - Result	Grievance Date Settled	Comments ?	Grievance Est'd Costs (\$)
8/6/14	12/31/99	#	#	#		X	0.00
							0.00

Navigate to B0022: Comments report

Image

North Carolina
Grievance Data
5/7/15



Execution Date: 5/7/15

Grievance Effective Date	Valid To	Grievance Status - Time From	Grievance Status - Resolved At	Grievance Status - Result	Grievance Date Settled	Comments ?	Grievance Est'd Costs (\$)
8/6/14	12/31/99	#	#	#		X	0.00
							0.00

Click on X hyperlink
to jump to
B0022: Comments

Hint: Right Click and use the menu option to select 'Open in New Tab' or 'Open in New Window'" to see comments.

Image

B0022: Comments

Execution Date: 9/1/20

Employee	12345678 - Jane F Doe
Organizational Unit	00000001 - ADMIN SO DSOPS Hub Dir Div
Position	55555555 - Social/clinical Research Specialist
Infotype	0102 - Grievances NA
Subtype	2 - Grievance - 2 step mediation is 1st step
Valid From - Valid To	5/30/14 - 12/31/99
FAD letter dated 5/30/14# abcd 6/2/14#	

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